**Draft minutes of a Meeting of Chidham and Hambrook Parish Council**

**held at Chidham Village Hall on Thursday 7 July 2022 at 7:30pm**

**Present C**llr P Bolton Cllr S Bramwell Smith

 Cllr B Garrett Cllr R Gowlett

 Cllr M Hickman Cllr S Johnson

 Cllr P MacDougall Cllr M Savory

**In attendance** District Cllr A Moss, County Cllr A Kerry-Bedell

**Members of**

**Public** Mr P White - Smith Simmons & Partners, Ms L Brown – Seaward Properties,

 Ms C Robertson, Mr R Yeld

*Meeting commenced at 7:30pm*

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| 23-023 | **Apologies for absence**Apologies had been received from Cllrs Towers and District Cllrs D Rodgers and P Plant.  |
| 23-024 | **Declarations of Interest**None. |
| 23-025.1 | **Minutes**District Cllr D Rodgers was noted absent but was present at the meeting**Resolved:** That, subject to the above amendment, the minutes of the Parish Council meeting held on 1 June 2022 be agreed as an accurate record and signed by the Clerk noting this minute number. |
| 23-025.2 | **Matters Arising from the Minutes** None  |
| 23-026 | **Public Open Forum**Mr White and Ms Brown spoke regarding the proposed Cox’s Barn development on Broad Road. The previous scheme in 2019 had been for 350 houses. This had been reduced to 185 houses of which 65 affordable. They had taken account of the Neighbourhood Plan Strategy and the proposal included a farm shop, convenience store, enterprise hub. There was also scope for a multi-modular sports centre if the Council wished to take that forward. The single access onto Broad Road had necessitated a reduction to 185 homes as 350 homes would have needed two access points. The farmland was owned by Seaward and they had a small option on the Nursery. Pedestrian and cycle routes would be included in the design and they hoped to work with us on pedestrian crossings such as the one now proposed on Broad Road. The Chair advised that the cycle route on Broad Road had now been axed by WSCC.Ms Robertson of Great Barn on Steels Lane submitted a petition, signed by 37 local people as follows: “*We the villagers of Chidham would prefer if the new info board recently erected at the village catchpond was relocated to a more discreet position near the pond, rather than its current position right in the middle of the vista. (This could be near the existing signs to the north or near the pond outflow to the south.)”* The Chair advised that a response would be sent to Ms Robertson within 14 days.  |
| 23-027 | **Receive Reports** |
| 23-027.1 | Parish Council Chair The Chair raised the following issues:* The resignation the previous week of Cliff Archer whose 40 years of service on the Parish Council should be recognised and applauded. He provided tremendous input on trees, drainage and ditches amongst other areas of Parish Council responsibility. Members echoed the Chair’s comments stating that Mr Archer had devoted an enormous amount of time, energy and enthusiasm to our work and had tackled some difficult challenges in the past. He had been very helpful when providing historical context to some of the issues we had dealt with. District Cllr Moss was 21 years old and new to the area when he had met Mr Archer, who he considered a conscientious community supporter who was very supportive of others and provided good knowledge of the history of the parish. It was suggested that it would be appropriate to do something from the community for Cliff at the 2023 APM. Our thanks and best wishes would be conveyed to Mr Archer on his retirement. **Action: Clerk**
* Support for writing a similar letter to the one Southbourne Parish Council had sent to the Police & Crime Commissioner recently. This was agreed. **Action: Clerk to draft a letter with the Parish Council’s experiences and circulate for comment.**
* At the recent meeting held on Council Communications it had been agreed that we should continue with one newsletter per year in April before the Annual Parish Meeting, with flyers used at other times of the year along with our digital platforms and content in the Village Magazine. It was agreed that a further informal meeting to review our Communication Procedures be held on Wednesday 13 July at 7:30pm F2F at the Village Hall. **Action: Clerk to advise Cllr Towers and book the hall.**
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| 23-027.2 | District Councillors District Cllr Moss gave an update on a recent scrutiny review of local policing when the new Commander for the Chichester area had attended a CDC meeting. The issue of non-visibility of PCSOs was raised with the Commander who had promised to rectify it.Questions asked by members before the meeting had been answered by email.  |
| 23-027.3 | County Councillor A late report had been circulated before the meeting. County Cllr Kerry-Bedell gave information on the stopping point for the Bourne Bus at St Wilfrid’s. With regard to management companies appointed by developers Government legislation was due to come in in 18 months to stop this practice. District Cllr Moss advised that he had suggested a policy on this matter be included in the Local Plan. |
| 23-027.4 | Clerk & RFONo further updates. |
| 23-028 | **Committee Minutes & Reports** |
| 23-028.1 | Advisory Group to the Planning Committee The notes of the meeting held on 16 June 2022 were noted.An update on various issues – the Pallant Homes Appeal starting on 18th August at The Harbour Hotel, North Street at 1000hrs and the Granary Barn application which had been permitted by the CDC Planning Committee – was provided. |
| 23-028.2 | Neighbourhood Plan Steering GroupFollowing email circulation and approval it was**RESOLVED:** That the leaflet and full booklet be approved for printing and circulation to residents and that the quotes from Monster Creative be approved.The next meeting will be held on Monday 11 July 2022. The Chair advised that in future this meeting would be held on the first Monday after the first Thursday of the month (the date of the Parish Council meeting).  |
| 23-028.3 | Public Open Spaces Advisory GroupCllr P Bolton provided an update on Phase 1 of Pynham Meadow development and progress on other matters.The pathways were still to be completed on Pynham and a few minor elements but essentially Phase 1 was complete. Financially we were within the budget plus contingency set. The CDC Engineer would be inspecting the ditch work carried out to sign it off.POSAC would meet the following week to plan Phase 2 of Pynham Meadow development. He had met with the grounds maintenance contractor who would quote for the grass-cutting on the central amenity area. Cllr Bramwell Smith was researching the orchard element and Cllr Hickman had suggested some play equipment for children.Cllr Bolton also provided an update on the development of Hawthorne Meadow. The pathway planning application was held up while another ecology report was carried out. The bridge over the ditch to Hawthorne was held up due to ditch surveying which had been requested by the CDC Engineer.There would be 20 standard allotments of 4mX15m with half allotments offered as well. The corner plot would be larger or could become an area for composting. |
| 23-028.4 | Feedback from CDALC meeting 6 June 2022A report had been circulated by Cllr Johnson. WSALC had taken up the lack of visibility of PCSOs at national level. |
| 23-028.5 | Car parking spaces Kiln Drive – Council’s request to Taylor Wimpey to adopt these spacesThe Clerk advised that she had had a response from Taylor Wimpey that they supported the Deed of Variation to the S106 agreement to allow the Parish Council to take over these spaces. They were instructing a consultant to carry out this work and would be in contact with Network Rail. Cllr Hickman requested that the grassy space between the railway fence and the tarmac be included if possible. **Action:** Clerk to look into this. |
| 23-028.6 | West Chidham Tidebank Winter Storm Damage Mr R Yeld gave an update on this matter following circulation of an email on 6 June 2022. District Cllr Moss provided a background to coastal flooding issues with his background serving on the Harbour Conservancy Board. He suggested the owner of the land needed to be identified as it was their responsibility to maintain the land and suggested a meeting with interested parties from the Parish Council. **Action:** Cllr A Moss.The Chair suggested that in future updates such as these should be taken under the ‘Receive Reports’ section of the agenda. |
| 23-028.7 | Request from Chichester Society re proposed closure of Chichester Bus Station The Parish Council had received a communication from Chichester Society advising us that the District Council was planning to close the Chichester bus station and requesting the Council to write to the District Council expressing concern and copying them in.District Cllr Moss provided the background to the Southern Gateway project and the Masterplan agreed 2 years ago and how it had evolved since then. He advised that CDC was proposing that there would be some bus stops within the station area, however Network Rail was not in agreement with that. CDC had sent a proposal on the way forward to WSCC however the content was unknown at this stage. Any decision made by WSCC regarding the bus stops as part of the Southern Gateway project would be considered by full Council.**RESOLVED:** That the Council respond to Chichester Society and write to Chichester District Council. **Action:** Clerk copying in District Cllrs. |
| 23-028.8 | Little free library Cllr Hickman gave the background to this project and had consulted with the 40 parents on her Whatsapp list who were all in favour. There was concern about this being a target for vandals. It was suggested that CCTV for the playground be considered by POSAC along with the location for the library.**RESOLVED:**That the Parish Council introduce a Free Library subject to a location being agreed by POSAC and funding being identified. |
| 23-029 | **Finance and Governance** |
| 23-029.1 | Four additional invoices were noted for payment. The invoice for Creative Solutions was removed for payment whilst the playground signs were re-considered.**RESOLVED:** That the invoices received to 7 July 2022 be approved for payment (attached at Appendix 1). |
| 23-029.2 | **RESOLVED:** That the Direct Debit/Standing Order payments made be noted and the payments made following email agreement be ratified. |
| 23-030 | **Meeting Dates**Neighbourhood Plan Steering Group – Monday 11 July 2022 7:30pm Chidham Village HallPublic Open Spaces Advisory Committee – Tuesday 12 July 2022 7:30pm remotelyAdvisory Group to the Planning Committee – Thu 21 July 2022 7:30pm – remotelyParish Council – Thu 4 August 2022 – Chidham Village Hall 7:30pmNeighbourhood Plan Steering Group – **Mon 8 August 2022 7:30pm (the 1st Monday after 1st Thursday in future)** Advisory Group to the Staffing Committee – to be advised |
| 23-031 | **Items for the next meeting*** POSAC update and recommendations
* Car parking Lion Park
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| 23-032 | **Any Other Business*** A request from County Cllr A Kerry-Bedell to find out the other developments in Chidham using First Port as management agent.
* QR code to sign up for email database to be put on 3 noticeboards. PCSO visit and comment re weekend graffiti possibility in playground. Decide on process of reporting vandalism. To be reported to the next POSAC meeting.
* Heritage Board comments will be circulated for comment.
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The meeting ended at 9.32pm.

Signed by: Date:

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CHAIRMAN

**Advisory Group to Parish Council – 7 July 2022**

**Schedule of Payments**

To authorise invoices for payment:

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| --- | --- | --- | --- | --- |
|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Southern Counties Liming | £1,380.00 | 14513 | 3 lorry loads organic matter removed from Pynham Meadow – EMR CIL |
| 2 | WSCC | £1,849.12 | 8001617160 | Street lighting maintenance and energy 2021-22 |
| 3 | Rialtas | £154.80 | SM25591 | Alpha software support + maintenance 2022-23 |
| 4 | M Edmead - Burgate Landscaping | £150.00 |  | Fitting interpretation board Catchpond |
| 5 | Southern Counties Liming | £600.00 | 14523 | Laying water pipes to allotment |
| 6 | Gov.uk | £1,299.45 | P30 Q1 | Tax/NI payments Quarter 1 |
| ~~7~~ | ~~Creative Solutions~~ | ~~£309.77~~ | ~~27523/2~~ | ~~Signage for playground~~ |
| 8 | Phillips Ecology | £559.98 | INV-2022-98 | Ecological assessment Hawthorne Meadow |
| 9 | Andrews | £625.00 | CHPCJUN22 | Grass cutting |
| 10 | VisionICT | £78.00 | 14965 | .Gov.uk domain name 2 yr renewal |
| 11 | Chidham Village Hall | £17.00 | 22/51 | Hall hire June 22 |
| 12 | Climate Project Services | £207.65 | 446 | NP services |
| 13 | JNR Computers | £2,073.60 | 02490 | Support + MS365 licences 22-23 |

To note Direct Debit/Standing Order payments made:

None

To note receipt of the following credits to the Council’s bank accounts:

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| 1 | Lloyds Bank | £1.29 | 9 Jun 22 | Bank interest |

To confirm/ratify any payments made following email agreement.

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| 1 | Arun District Council | £150.00 | 8 June 2022 | Open watercourse licence |
| 2 | Signature Landscapes | £8,000 | 8 June 2022 | Inv 2029 development of meadows |
| 3 | First Fence Hire & Sales | £6,457.87 | 15 June 2022 | Inv 119901 |
| 4 | Signature Landscapes | £4,7540 | 1 July 2022 | Inv 2028 development of meadows |